

**MONTANA BOARD OF OUTFITTERS
301 S. PARK, 4TH FLOOR
PO BOX 200513
HELENA MT 59620-0513
(406) 841-2373
Fax: (406) 841-2309**

**PROCEDURES FOR CHANGING YOUR INACTIVE OUTFITTER
LICENSE TO ACTIVE STATUS**

1. Submit the \$300.00 active license renewal fees along with your completed outfitter license renewal packet. If you have already sent in \$150.00 and have renewed your license on the inactive status for the current license year then you need to send in the remaining active license fee, which is \$150.00.
2. If your outfitter license has been inactive more than (3) years you are required to take and pass the written laws and rules examination. You must complete and submit an outfitter license application. Once the application is considered complete, the Board office will send you written confirmation of the date and time you are scheduled for examination. The exams are given on the second Tuesday every three months starting with January. Therefore, the exams are given in January, April, July and October. Examinations are always held at a pre-scheduled location in Helena, Montana.
3. Submit a new completed operation plan. Please contact the Board office to request an operation plan application. *NOTE: There is no longer a fee required for filing an amended operation plan.*
 - a. Attach a copy of your written rate schedule and refund policy.
 - b. Attach a copy of your current certificate of liability insurance.
 - c. Attach a copy of current First Aid certification.
 - d. Attach a written request to the Board of Outfitters for re-activation of your license.
4. If you are a hunting outfitter and have not already established a Net Client Hunting Use Base (NCHU) you need to submit a completed NCHU application along with the required \$2,000.00 non-refundable application fee. An additional \$500.00 per client approved fee will be assessed when and if the application is approved.

